

NAVAL RESERVE CENTER PORT HUENEME

RESCHEDULE REQUEST CHIT

Date: _____ Unit: _____

From: _____ SSN: _____
(Rank, Last Name, First Name)

SUBJECT: REQUEST FOR CHANGE IN DRILL DATE

I respectfully request to perform a reschedule drill as follows:

Regular Drill Dates: _____

New Drill Dates: _____

Reason for change: _____

Approved by: _____
Signature Date

Final approval by Unit Commanding Officer or Designated Representative is required prior to date of drills.

Note: Rescheduled drills may not be scheduled after the fact.